

## APHIS Form 2008 Pen and Ink Guidance

APHIS Form 2008s should be submitted to CVB in accordance with VS Memorandum 800.53. There are some cases in which the firms make small mistakes and a simple pen and ink correction based on a telephone conversation with the firm provides appropriate customer service and allows best use of CVB resources.

If an error is found, the BCA or Specialist may contact the firm liaison and ask them about the error. By the liaison's direction they may make the pen and ink correction to the APHIS Form 2008. The correction should be made with red or blue ink on both copies of the APHIS Form 2008. In Block 11, Remarks, the following information should be documented, on both copies of the APHIS Form 2008. "Pen and ink corrections made per telephone conversation with [Liaison] on [Date of call]." Then include the initials of responsible CVB person.

Areas on the APHIS Form 2008 in which Pen and Ink corrections SHOULD NOT BE MADE are as follows:

Block 7 – Serial or Subserial No.

Block 9 – Test Data

Block 13 – Signature of Authorized Firm Representative

Usually pen and ink changes should not be made Block 6 – Expiration Date with the exception of Extension of Dating requests.